



BLOCK _____ LOT _____

TAX CERTIFICATE SUPPLEMENTAL QUESTIONNAIRE – FORM B

Important: Answer all questions. Supporting documents must be submitted with the questionnaire.

Failure to provide all requested information may delay issuance of the Tax Certificate.

1. Purpose: Subdivision for new construction or conversion of existing improvements?

2. When did construction commence?

3. What is the anticipated completion date?

4. Will existing ownership remain or will the subject property be sold? If selling, what units are to be sold? Provide actual or anticipated selling prices of units to be sold.

5. If renting, what units are to be rented? Provide actual or anticipated rental rates (per unit and per rentable square foot). Include copies of any retail or office leases that have been signed or are currently in negotiation. Please provide a tenant rent roll, Excel format preferred.



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6. Report the building direct, indirect, site improvement, land, total costs, and percent complete as of **each** January 1st since construction began using the attached Excel document. The file also includes a column for total anticipated costs at the completion of construction.

7. Please provide a copy of the construction contract and copies of the AIA Certified Construction Cost report or a similar document, as of **each** January 1st since construction began.

8. Provide a copy of any appraisal or feasibility study completed for lending or other purposes.
9. Total gross and rentable square footage of improvements allocated by use (residential, retail, office, common area, parking, etc.). Provide a scale copy of all floor plans.

10. Number of units by type (residential, retail, office, parking, etc.).

11. Provide unit information by filling out the attached Excel spreadsheet including APN, street address, unit number, use (residential/retail/office condo), total square footage, square footage of decks/balconies, quality (fair/average/good/excellent), number stories, floor where each condo is located, total number of rooms, number of bedrooms, number of baths, number of half baths, number of fireplaces, kitchen quality, number of parking spaces assigned to each unit, type of view (city/water/bridge), sale date, sale price (if applicable).



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12. Anticipated or Proforma Income and Expense Statement once complete and stabilized (specify what year).

13. Your estimated fair market value of the completed project, including supporting documents.